



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	4	Staff Requirements	
Section	6	Staff qualifications (N.J.A.C. 10:122-4.6)	

§10:122-4.6 Staff qualifications

(a) The center shall maintain on file a Staff Records Checklist designated by the Office of Licensing, as specified in N.J.A.C. 10:122-4.1(b), indicating that the center has obtained documentation of the applicable staff education and experience, as specified in (b) through (d) below.

(b) The director shall meet the following qualification requirements:

1. For early childhood programs licensed to serve more than 30 children, the director shall meet the qualification requirements specified in one of the options set forth in the chart below for education and experience:

OPTIONS FOR MEETING THE DIRECTOR QUALIFICATIONS		
Option A	Educational Credentials	Experience Requirements
	Master's Degree in any field related to children or business	(N/A)
	Bachelor's Degree	One year of managerial or supervisory experience

2. For early childhood programs licensed to serve 30 or fewer children, the director shall meet the group teacher qualification requirements, as specified in (c)3 below.

3. For school-age child care programs, the director shall meet the program supervisor qualification requirements, as specified in (d) below.

(c) For early childhood programs, the following shall apply:

1. For all centers, the head teacher or consulting head teacher shall meet the qualification requirements specified in one of the seven options set forth in the chart below for education and experience:

OPTIONS FOR MEETING THE HEAD TEACHER QUALIFICATIONS

Option	Educational	College Credits
	Credentials	and Experience
A	Master's Degree in Education	Six credits and one year of experience
B	Master's Degree in any field other than Education	Nine credits and one year of experience
C	Bachelor's Degree in Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development; or Teaching Certification from Department of Education in Elementary Education, Nursery School, Preschool through Third Grade (P-3) or Teacher of the Handicapped	Six credits and two years of experience
D	Bachelor's Degree in any field other than those listed in Option C	Nine credits and three years of experience
		OR
E	Teaching Certification from Department of Education in a field other than those listed in Option C	Six credits and four years of experience Nine credits and three years of experience
		OR
F	Montessori education	Six credits and four years of experience Two years of experience

OPTIONS FOR MEETING THE HEAD TEACHER QUALIFICATIONS

G equivalent to a Bachelor's
Degree
Head Teacher
endorsement
from the New Jersey
Registry
for Childhood
Professionals,
Professional Impact New
Jersey

i. The credits specified in the chart above shall be college credits in early childhood education and/or child development. These credits may be part of the bachelor's or master's degree or constitute additional credits beyond the degree(s).

ii. The years of experience specified in the chart above shall be full time experience in a group program for children under six years of age. This experience may include supervised practice teaching and/or student teaching.

iii. The Office of Licensing may grant conditional approval for a head teacher who has the required educational credentials but has insufficient college credits or experience to meet all the qualifications specified in the chart in (c)1 above.

(1) For conditional approval, the center shall maintain on file documentation of enrollment in courses leading to the required credits, or of employment leading to the required experience, as specified in the chart above.

(2) Conditional approval shall be valid for a maximum of two years, at which time the center shall obtain and maintain on file a transcript indicating completion of the required credits, or documentation of completion of the required experience, as applicable.

(3) When the head teacher has received conditional approval, the center shall have a consulting head teacher until the head teacher has met all applicable qualifications specified in the chart in (c)1 above.

2. For recreation-type centers sponsored by a county or municipal government recreation and/or park department or agency, the head teacher or consulting head teacher shall have:

i. One of the options specified in the chart in (c)1 above; or

ii. Certification as a Recreation Administrator or a Recreation Supervisor from the New Jersey Department of Community Affairs,

Board of Recreation Examiners (BRE) and two years of recreation experience; or

iii. Certification as a Recreation Professional from the National Recreation and Park Association (NRPA) and two years of recreation experience.

3. The group teacher shall meet the following requirements for experience and education:

i. One year of teaching experience in a group program for children under six years of age, which may include supervised practice teaching and/or student teaching; and

ii. One of the options set forth in the chart below for educational credentials:

OPTIONS FOR MEETING THE GROUP TEACHER
EDUCATIONAL QUALIFICATIONS

Option

Educational Credentials

A

Associate's Degree in Early Childhood Education or Child Development

B

Six college credits in Early Childhood Education or Child Development

AND

Nine college credits in Education, Psychology, Health Care, Nursing, or any other field related to child growth or development

C

Child Development Associate (CDA) Credential

D

Certified Child Care Professional (CCP) Certificate

E

Group Teacher endorsement from the New Jersey Registry for Childhood Professionals, Professional Impact New Jersey

F

New Jersey Infant/Toddler Credential administered through Professional Impact New Jersey

4. For recreation-type centers sponsored by a county or municipal government recreation and/or park department or agency, the group teacher may substitute:

i. One year of recreation experience for the experience specified in 3i above; and

ii. Certification as a Recreation Technician from the NRPA for the educational credentials specified in 3ii above.

5. For conditional approval, the group teacher shall meet the qualification requirements specified in one of the options set forth in the chart below. The center shall obtain and maintain on file documentation that the staff member has acquired the remaining college credits in the

areas specified in Option B in 3ii above within the time period specified below:

OPTIONS FOR MEETING THE GROUP TEACHER CONDITIONAL APPROVAL QUALIFICATIONS

	College Credits	Experience	Time
O p t i o n	Earned	Completed	Limit to Obtai n Rema ining
A	12 college credits in Early Childhood Education, Child Development, Education, Psychology, Health care, Nursing, or any other field related to child growth or development	One year of teaching experience in a group program for children under six years of age	Nine mont hs
B	Six college credits in	Three years of	Two

OPTIONS FOR MEETING THE GROUP TEACHER CONDITIONAL APPROVAL QUALIFICATIONS

	College Credits	Experience	Time
Option	Earned	Completed	Limit to Obtain Remaining
	Early Childhood Education or	teaching experience in a	Credits Years
	Child Development	group program for children under six years of age	

(d) For school-age child care programs, the following shall apply:

1. The program supervisor shall meet the qualification requirements specified in one of the applicable options set forth in the chart below for education, training, and experience, based on the center's licensed capacity:

2. The training specified in the chart above shall:
 - i. Be clock hours of training;
 - ii. Be completed within the nine months following Office of Licensing approval as program supervisor;
 - iii. Be in areas related to the ages of the children in care; and
 - iv. Meet the requirements specified in (d)3 and 4 below.
3. Child care training shall include all of the following:
 - i. Child growth and development;
 - ii. Positive guidance and discipline;
 - iii. Nutrition and good eating habits;
 - iv. Family involvement and communication with families;
 - v. Program planning and development;
 - vi. Creating a classroom environment;
 - vii. Health and safety procedures, including recognition of illness and disease and training in basic infection control techniques;
 - viii. Physical education or recreational activities for children; and
 - ix. Understanding New Jersey's child care licensing regulations.
4. Program management training shall include all of the following:
 - i. Program activity planning and development;
 - ii. Family involvement and communication with families;
 - iii. Availability of community services;
 - iv. Personnel responsibilities and procedures; and
 - v. Understanding New Jersey's child care licensing regulations.
5. The experience specified in the chart above shall be obtained in a group program for school-age children.

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